Administrative Office of the United States Courts, (Rev. 04/11)  Administrative Office of the United States Courts, 2					FOR COURT USE ONLY
TRANSCRIPT ORD					DUE DATE:
Please Read Instructions:  1. NAME				2. PHONE NUMBER	3. DATE
Sergio Criado				(787) 273-8300	11/17/2017
4. MAILING ADDRESS  Cont. let. do Margadon Torro II. 00 Corr. 165, Suita 407				5. CITY	6. STATE 7. ZIP CODE 90968
Cent. Int, de Mercadeo, Torre II, 90 Carr. 165, Suite 407  8. CASE NUMBER  9. JUDGE				Guaynabo DATES OF F	PR 00968 PROCEEDINGS
17-3283 Laura Taylor Swain				10. FROM 11/15/2017	11. TO 11/15/2017
12. CASE NAME				LOCATION O	F PROCEEDINGS
In re: Commonwealth of Puerto Rico  15. ORDER FOR				13. CITY New York	14. STATE NY
APPEAL CRIMINAL				CRIMINAL JUSTICE ACT	<b>⋉</b> BANKRUPTCY
= =		CIVIL		IN FORMA PAUPERIS	OTHER
16. TRANSCRIPT REQUESTED (Specify portion(s) and date(s) of proceeding(s) for which transcript is requested)					
	PORTIONS	1		PORTION(S)	DATE(S)
VOIR DIRE	FORTIONS	DATE(S)		TESTIMONY (Specify Witness)	DATE(S)
OPENING ST.	ATEMENT (Plaintiff)				
OPENING ST.	ATEMENT (Defendant)				
	GUMENT (Plaintiff)			PRE-TRIAL PROCEEDING (Spcy)	
CLOSING ARGUMENT (Defendant)					<del> </del>
JURY INSTRU				OTHER (Specify)	Entire Hearing Transcript
SENTENCING				orinze (speeny)	Entire Flearing Transcript
BAIL HEARING					
17. ORDER					
CATEGORY	ORIGINAL (Includes Certified Copy to Clerk for Records of the Court)	FIRST COPY	ADDITIONAL COPIES	NO. OF PAGES ESTIMATE	COSTS
ORDINARY		×	NO. OF COPIES  1		
14-Day			NO. OF COPIES		
EXPEDITED			NO. OF COPIES		
			NO. OF COPIES		
DAILY			NO. OF COPIES		
HOURLY					
REALTIME	CERTIFICATION (	18 & 19 )			
By signing below, I certify that I will pay all charges (deposit plus additional).				ESTIMATE TOTAL	0.00
18. SIGNATURE /s/ Sergio Criado				PROCESSED BY	
19. DATE 11/17/2017				PHONE NUMBER	
TRANSCRIPT TO BE PREPARED BY				COURT ADDRESS	
ORDER RECEIVED		DATE	BY		
DEPOSIT PAID				DEPOSIT PAID	
TRANSCRIPT ORDERED				TOTAL CHARGES	0.00
TRANSCRIPT RECEIVED				LESS DEPOSIT	0.00
ORDERING PARTY NOTIFIED					
TO PICK UP TRANSCRIPT				TOTAL REFUNDED	
PARTY RECEIVED TRANSCRIPT				TOTAL DUE	0.00

ORDER COPY

**DISTRIBUTION:** COURT COPY TRANSCRIPTION COPY ORDER RECEIPT

## **GENERAL**

Use. Use this form to order the transcription of proceedings. Complete a separate order form for each case number for which transcripts are ordered.

**Completion.** Complete Items 1-19. Do *not* complete shaded areas which are reserved for the court's use.

**Order Copy.** Keep a copy for your records.

**Submitting to the Court.** Submit the form in the format required by the court.

**Deposit Fee.** The court will notify you of the amount of the required deposit fee which may be mailed or delivered to the court. Upon receipt of the deposit, the court will process the order.

**Delivery Time.** Delivery time is computed from the date of receipt of the deposit fee or for transcripts ordered by the federal government from the date of receipt of the signed order form.

**Completion of Order.** The court will notify you when the transcript is completed.

Balance Due. If the deposit fee was insufficient to cover all charges, the court will notify you of the balance due which must be paid prior to receiving the completed order.

## **SPECIFIC**

- Items 1-19. These items should always be completed.
- Only one case number may be listed per order. Item 8.
- Item 15.
- Place an "X" in each box that applies.

  Place an "X" in the box for each portion requested. List specific date(s) of the proceedings for which transcript is Item 16. requested. Be sure that the description is clearly written to facilitate processing. Orders may be placed for as few pages of transcript as are needed.
- Item 17. Categories. There are six (6) categories of transcripts which may be ordered. These are:

Ordinary. A transcript to be delivered within thirty (30) calendar days after receipt of an order. (Order is considered received upon receipt of the deposit.)

14-Day. A transcript to be delivered within fourteen (14) calendar days after receipt of an order.

Expedited. A transcript to be delivered within seven (7) calendar days after receipt of an order.

Daily. A transcript to be delivered following adjournment and prior to the normal opening hour of the court on the following morning whether or not it actually is a court day.

*Hourly*. A transcript of proceedings ordered under unusual circumstances to be delivered within two (2) hours.

<u>Realtime</u>. A draft unedited transcript produced by a certified realtime reporter as a byproduct of realtime to be delivered electronically during proceedings or immediately following adjournment.

**NOTE**: Full price may be charged only if the transcript is delivered within the required time frame. For example, if an order for expedited transcript is not completed and delivered within seven (7) calendar days, payment would be at the 14-day delivery rate, and if not completed and delivered within 14 calendar days, payment would be at the ordinary delivery rate.

Ordering. Place an "X" in each box that applies. Indicate the number of additional copies ordered.

Original. Original typing of the transcript. An original must be ordered and prepared prior to the availability of copies. The original fee is charged only once. The fee for the original includes the copy for the records of the court.

First Copy. First copy of the transcript after the original has been prepared. All parties ordering copies must pay this rate for the first copy ordered.

Additional Copies. All other copies of the transcript ordered by the same party.

Item 18. Sign in this space to certify that you will pay all charges. (This includes the deposit plus any additional

charges.)

Item 19. Enter the date of signing.

Shaded Area. Reserved for the court's use.